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Letter to Mary Oliver regarding annual chapter report, December 18, 1954

Frances Farmer

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American Association of Law Libraries

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December 18, 1954

Miss Mary W. Oliver, President
Carolina Law Library Association

Dear Chairman, Representative, or
Chapter President:

In connection with the preparation of your annual report, President Elliott has asked me to point out the following items with respect to the preparation of your report at the Miami meeting.

1. For oral presentation Chairmen should reduce reports to high lights.
2. In forwarding copy of your report to President Elliott please estimate as closely as possible the amount of time that will be required for the oral presentation of your report.
3. In forwarding copy of your report to President Elliott please also notify her as to the date and hour you prefer any meetings of your committee at Miami which you believe should be held.

Very sincerely yours,

Frances Farmer
Secretary

FF:rd

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